



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	154-16	ISSUE DATE:	October 6, 2016
TITLE:	EXECUTIVE DIRECTOR	CLOSING DATE:	October 20, 2016
LOCATION:	Department of Children and Families (DCF) Office of Facilities and Support Services 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience.
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			

This position is responsible for the management of a major office of 125 employees comprising DCF’s Office of Facilities and Support Services. Areas of management include leased and State owned physical plants, State Vehicles, fixed asset inventory, IT purchases, land line telecommunications purchasing and support, capital bond and Capital budget implementation, employment and client Live Scan operations, security services, emergency preparedness and the following support services: facility procurement, office supplies, forms and publications, courier services, photocopy services, waiver parking and employee identification cards, closed record applications and vital statistics. Responsibilities include the following:

Ensures for over 70 DCF leased and state owned sites that all physical plant issues are addressed including appropriate space planning and tenant service requests, landlord compliance, capital funding allocations, office furniture, equipment, voice\data specifications, security services, waiver parking requirements and ADA and PEOSH issues.

Supervision and monitoring of all security services for DCF staff, including budgeting, staffing, and OT approvals, through the State Security vendor, monitoring of all visitors and contractors in each DCF location and overseeing all security practices and procedures for the Department. In addition work in conjunction with State and local law enforcement agencies regarding safety and security procedures and in any criminal investigations impacting the Department.

Provides management and oversight of the DCF telecommunications unit including all DCF land lines, and the 24 hour SCR hot line system, including telecommunication planning, purchases, and disaster preparedness for all DCF locations.

Prepares and/or reviews purchasing requests for state vehicles, contracted services, construction projects, office furniture, IT and telecommunication services and equipment, waiver parking, security and cleaning services.

Directly supervises the manager of the DCF transportation fleet for over 2700 vehicles including the development of policies and procedures to ensure vehicles are equitably distributed and maintained throughout the state. Additionally, monitors the use of the vehicles, ensure credentials are accurate, facilitate the submittal of the appropriate vehicle accident forms and manage the DCF E-Z Pass account and DCF employee abstract database.

Directly supervises the Manager of the DCF Support Services Unit responsible for DCF statewide support service system for courier services, Vital Statistics, Closed Records, DCF Forms, Supplies and Publications.

Plans, organizes and assigns the work for the Office of Facilities and Support Services including the development of policies and procedures to administer and resolve problems regarding support services and the coordination and evaluation of new hires and existing staff.

Develops regulations and policies in the form of official memoranda’s or notices to provide unit Managers with policies and procedures for acquiring sufficient and timely support services.

Prepares and supervises the development and distribution of comprehensive and accurate statistical reports for Office of Facilities and Support Services leased space properties and vehicle distribution reports.

Manages, develops, prepares and provides data on state leases, vehicle inventory, photocopiers, furniture, and equipment procurement to the Department’s Fiscal Office for annual budget preparations.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree. **A Master’s degree is preferred.**

EXPERIENCE: Five (5) years of experience in facilities management services involving property and equipment management, procurement of equipment, non-personal services and professional service contracts, or, graphic arts, forms design and reproduction centers, document retention, mail and messenger services and office supply inventories, or, coordination and management of the regulatory functions associated with the licensing, inspection and evaluation of state or private facilities, including the determination of compliance of physical facility requirements, two (2) years of which shall have been in a supervisory capacity.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:
Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:
If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Executive Director
Department of Children and Families
Office of Human Resources
P. O. Box 717
Trenton, NJ 08625